

OTE 87 - 7627

**13 MAR 1987**

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Presentation to the Career Trainee  
Development Course

1. Thank you for agreeing to participate in the Career Trainee Development Course (CTDC). You are scheduled to address the class on Friday, 20 March from 0900-0950. Your presentation is entitled "Remarks by the Deputy Director for Administration." [redacted]

2. The Directorate for Administration segment of the CTDC is presented during the seventh and final week of the course. Prior to your presentation, the students will have received briefings on all eight DA Offices and several relating to career development. In addition they will have participated in an all-day exercise which ties the week together. As the final DA speaker, your perceptions of the role of the Directorate, now and in the future, will serve as a summary for the week.

3. A training assistant from the Career Training Division will telephone you a few days beforehand as a reminder of your presentation and assign your parking space. Please inform her of your media requirements at that time.

4. We are very appreciative of your time and effort in helping us with the CTDC.

Distribution:

Orig - Addressee

1 - DTF

1 - OTE/Registry

2 - OTE/CTD

DDA/OTE/CTD/TB [redacted] nr(12Mar)